

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Approval of Central Travel Emblem

FROM

Deputy Chief, Central Travel Services
3 T 26 NHB

EXTENSION

NO.

DDA-2099x-89

DATE

8 November 1989

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EXO/DDA
6 E 08 HQS

15 NOV 1989

W

Approval has been coordinated with OP and applies to Job No. 143-120-90.

2.

3. C/P&PG/OL
154 P&PG Bldg.

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cc: DC/CTS/OP

LOGS-4-AR

~~CONFIDENTIAL~~

8 November 1989

MEMORANDUM FOR: Executive Assistant to the
Deputy Director for Administration

FROM: 
Deputy Chief, Central Travel Services

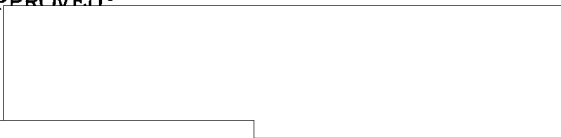
SUBJECT: Approval of Central Travel Emblem

REFERENCE: 

25X1

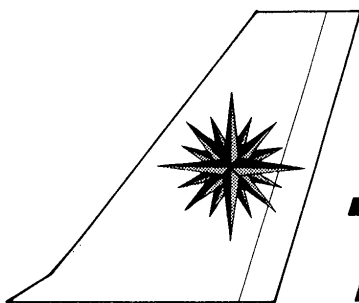
1. In accordance with the reference, approval is requested for use of the Compass Rose element of the Agency seal within the new Central Travel emblem (sketch attached). The Central Travel emblem is to be used solely for correspondence internal to Headquarters, such as travel newsletters and bulletins, and name/directional signs internal to Central Travel office spaces.

2. Use of the Agency Compass Rose within the Central Travel emblem will always be either in the original argent color or black, on a white background. No alterations to the attached design will be undertaken without your approval.

APPROVED: 


Executive Assistant to the
Deputy Director for Administration

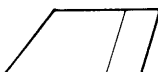
~~CONFIDENTIAL~~



CENTRAL TRAVEL

Travel & Shipping Center

JOB# 143-120-90



CENTRAL